PRINTABLE WORKSHEETS AND PRACTICE TRACKERS

When You Have the Floor

Companion Resources

How Professionals Speak with Confidence, Clarity, Credibility, and Influence

Robert Carrow

Use these worksheets, checklists, and trackers to prepare, practice, and review a presentation. You can work on a past or upcoming presentation, one you hope to give, or one you are developing simply for practice.

Name

Presentation or communication event

Start date

Westcairn Publishing

RobertCarrow.com/Floor

Contact Robert for coaching, presentation review, team training, or speaking inquiries.

Robert Carrow | training@robertcarrow.com | 386-451-7222

RobertCarrow.com/contact/ | Resources: RobertCarrow.com/floor/

How to Use These Resources

Choose one presentation to prepare or revise. Use the planning sheets as you develop it and the review sheets when you rehearse or present. If you follow the thirty-day plan, record the first complete rehearsal on Day 15. You can use the early chapters' short exercises separately.

Write down what you see and hear. Keep the strengths that help your message and choose one behavior to practice. Use video rather than a mirror. Record other people only when appropriate and permitted.

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Printing and reuse

Print at actual size on letter paper. Single-sided pages work well when you need to spread the planners out or make notes beside a recording. Copy the individual sheets for future presentations. The Reset Card can be cut out and kept with your notes.

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CHAPTERS 1 AND 3 AND THE DEVELOPMENT PLAN

Presentation Baseline & Review

Compare a first rehearsal with a later rehearsal or presentation. For the thirty-day plan, complete First Rehearsal after reviewing Day 15 and Final Review on Day 30. Name the recording or observation behind each score. For an early chapter exercise, review only the skills already covered.

Presentation _____ Audience _____

First Rehearsal date _____ Final Review date _____

Score each item from 1 to 5. Use 1 when it is unclear or rarely supports the message, 3 when it works in some parts, and 5 when it consistently supports the message. Use 2 or 4 for performance between those descriptions. Support each score with something you saw or heard. Use listener feedback where available. If you cannot assess an item, leave it unscored and note what feedback you need.

What to review	First Rehearsal	Final Review	Examples / Notes
Clarity of the intended result	1 2 3 4 5	1 2 3 4 5	
Main points and supporting information	1 2 3 4 5	1 2 3 4 5	
Main message to remember	1 2 3 4 5	1 2 3 4 5	
Opening and close	1 2 3 4 5	1 2 3 4 5	
Voice	1 2 3 4 5	1 2 3 4 5	
Physical delivery	1 2 3 4 5	1 2 3 4 5	
Use of visuals	1 2 3 4 5	1 2 3 4 5	
Listening and adaptation	1 2 3 4 5	1 2 3 4 5	
Clear request and next step	1 2 3 4 5	1 2 3 4 5	
Usefulness to this audience	1 2 3 4 5	1 2 3 4 5	

Recording or observation used for each review

Turn the Review into Practice

Watch without sound. Listen without watching. Then watch and listen together. Write down what you see and hear.

What message and next step would an audience member take away

Three strengths to preserve

Habits that made the message harder to follow

Up to three things to practice next

One behavior I will practice and what I will look or listen for

Practice date _____ Next review date _____

CHAPTER 2

Breathe • Plant • Lead • Serve Reset Card

Use before speaking, before answering a difficult question, or when pressure rises. Practice the sequence with the first sentence of a short explanation you already know.

Breathe

Inhale quietly and comfortably. Let the exhale be a little longer. Try four counts in and six out two or three times if comfortable; do not force the count. During delivery, pause at the end of a thought and breathe.

Plant

Stand or sit steadily. Balance your weight and relax your shoulders. Choose a position that lets you speak and move comfortably.

Lead

Make the purpose clear in your first words. Say what you will explain, recommend, or ask people to do. Finish the sentence and pause.

Serve

Ask what the audience needs to understand or do next. Focus on the people listening and what will help them.

My first sentence

What the audience needs from me

Pocket reference

BREATHE Quiet breath and a comfortable longer exhale.

PLANT Stable base and released shoulders.

LEAD Make your purpose clear.

SERVE What does this audience need next?

Cut around the pocket reference above if you want a small card for your notes.

CHAPTER 4

Result Before the Remarks Planner

Identify the audience and the result you want. Then work backward: What would people need to do? How would they need to feel about doing it? What would they need to understand or believe first?

Event or practice scenario _____ Date _____ Time _____

Audience and what they can decide or do

What the audience already knows, cares about, and needs explained

Result: What should people understand, decide, or be able to do afterward?

Actions: What would people need to do to reach that result?

Feelings: How would they need to feel about doing it?

Thoughts: What would they need to understand or believe first?

Explore private coaching to shape a clear message around your audience and result.
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RESULT BEFORE THE REMARKS PLANNER CONTINUED

Select the Content and Check the Result

How will I check what people understood or could do afterward?

Select what belongs

Essential: information people need to understand, decide, or perform the task. Supporting: another example or explanation that can be shortened or left out without losing necessary information. Available: detail kept ready for questions or follow-up.

Essential	Supporting	Available

Facts, examples, and important limits the audience needs

What is my conclusion or request? Draft the ending first.

What must I keep in a shorter or one-minute version?

One item to remove or keep for questions or follow-up

Draft the Closing First

Start with the result you chose. Draft the main message and your conclusion or request before preparing the opening. Revisit the draft after developing the body.

Return: State the main point people need to remember.

Resolve: State the conclusion. If the opening raises a question or tells a story, answer the question or explain what the story means.

Request: If action is needed, say who you are asking to do what and when.

What will I say to return to the closing after questions?

What is my final sentence? Finish it, pause, and stop.

Closing running time _____ Time reserved for Q&A _____

Listener test: What was the message, why did it matter, and what should happen next?

Draft the Opening

Earn attention, establish relevance, and show direction. Start with what matters to this audience rather than an introduction that delays the message.

Hook: A brief story, fact, quotation, rhetorical or tested question, comparison, demonstration, or relevant humor.

Relevance: Why does this subject matter to this audience now?

Direction: What will I explain, and what should people understand or be able to do afterward?

How will I move from the opening to the first main point?

Opening running time _____ Total presentation time _____

Use roughly 10 percent of the time as a planning guide, adjusting to the event. Rehearse the first minute aloud. Remove unnecessary biography, extended thanks, and nervous throat-clearing.

What a listener expects after hearing this opening

CHAPTER 6

Build the Body of Your Presentation Worksheet

Choose your main points, support them with facts and examples, and put them in an order the audience can follow.

What do I want this audience to understand or do?

Choose your main points

Use the spaces you need. Add another sheet if your presentation needs more main points.

Main point 1 - Write a complete sentence.

Main point 2 - Write a complete sentence.

Main point 3 - Write a complete sentence.

Why should the audience hear these points in this order?

What should people remember or do at the end?

Total time _____ Opening _____ Body _____ Close _____

Say the main points aloud without slides. Ask someone to listen and explain what they understood.

Request a presentation review for help choosing and explaining your main points.

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BUILD THE BODY OF YOUR PRESENTATION WORKSHEET CONTINUED

Prepare One Main Point

Use one copy for each main point. State the point first, then choose the facts and examples people need to understand it.

Main point number _____ Time available _____

State the main point in one complete sentence.

What supporting information will help explain this main point—for example, a fact, story, demonstration, or completed sample?

Why does this point matter to this audience?

How does the next section relate to this one?

Which supporting information must I keep if time is shortened?

After listening, what did the person understand?

Practice explaining the point aloud. If the listener missed the point, change the explanation or try another example.

Request a presentation review for help choosing and explaining your main points.

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CHAPTER 7

Message Memory Planner

What main point should people remember afterward?

Choose one or two memory aids that help people remember the main point. You do not need all six.

Memory aid	Possible material
Story	A true account of what happened and what people can learn from it.
Example	An example that shows what you mean.
Comparison	Something familiar that helps explain a new idea.
Facts and Results	Accurate information and an explanation of what the numbers mean.
Contrast	A difference between options, outcomes, or before and after.
Phrase	A short phrase that reminds people of a main point or action.

First memory aid and how it helps explain the main point

Second memory aid, if needed, and how it helps explain the main point

What did a listener remember without prompting?

What will I change after hearing the listener's answer?

Explore private coaching to make your essential message easier to remember.
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Vocal Delivery Review

Listen to a recording without watching. Notice how your voice helps the audience understand the message. Choose one improvement at a time.

Recording _____ Date _____ Reviewer _____

Element	What to listen for	Notes or timestamp
Breath	Comfortable breathing, with pauses where the meaning allows.	
Pace	Changes that support meaning; clear sentence endings.	
Pause	Space for the audience to process important ideas.	
Pitch	Natural changes that fit the meaning, without forcing a lower voice.	
Volume	Audible and appropriate to the setting.	
Emphasis	Important words stand out without exaggerating the message.	
Articulation	Names numbers and technical terms are clear.	

Strength to preserve

One adjustment and the sentence I will use to practice it

Practice: Say “Sometimes you have to speak louder,” then repeat with softer, faster, and slower. Demonstrate each meaning without shouting or straining. Pause six seconds between lines; record and listen. Use these changes where they help your real message.

Visible Delivery Review

Watch the recording with sound off, then watch normally. Check whether words, voice, face, body, and timing support the same meaning. Adapt your delivery to your body and setting.

Element	What to observe	Notes or timestamp
Plant	Stable base without stiffness.	
Open	Face people with relaxed posture.	
Connect	Look toward people while completing a thought.	
Express	Face and gestures match the meaning.	
Move	Location changes have a purpose.	
Settle	Pause your movement and settle before speaking.	

One strength that supports credibility

Where did my words, voice, expression, movement, or timing send different messages?

What will I change, and how could it help people follow the message?

Rehearsal date _____ What changed afterward _____

Request a presentation review for specific feedback on your voice and visible delivery.

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CHAPTER 10

Visual & Slide Review

Use one copy for each visual. Decide what people need to see and practice explaining it without reading the screen.

Slide or visual number _____ Presentation _____

Audience question this visual answers

What should people understand from this visual? Write a title that states the main point when appropriate.

What the audience must actually see

What question do these numbers answer, what do they show, and what do they mean for the decision?

Review and Simplify the Visual

Remove unnecessary material, separate ideas people need to consider individually, and make the important information easy to find.

What will I remove, separate, or make easier to see?

Where did the information come from? What context or limits must people know?

Request a presentation review to make your visuals support the audience experience.

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VISUAL & SLIDE REVIEW CONTINUED

Practice Explaining the Visual

What will I tell people to look for?

What will I show, and when?

How will I explain what it means?

When will I turn my attention back to the audience?

Readiness check

- ☐ Text and labels are readable from the audience's position.
- ☐ The visual supports one clear point.
- ☐ I can explain the meaning without reading the slide.
- ☐ A blank or simplified screen is planned when attention should return to me.
- ☐ Display audio files links and controls have been checked.
- ☐ Backup materials are ready for the actual format.

How will I explain the point if the visual is unavailable? If people must see it, what backup will I use or when will I pause?

Rehearsal finding and one final change

Speaker Travel and Readiness Checklist

Prepare access, materials, appearance, and energy before the day of delivery.

For a scheduled event, confirm these details with the organizer or venue. For practice, use your rehearsal space and note what you would need to confirm for an event.

Event / date / arrival time / delivery time

Travel, timing, and access

- ☐ Confirm the address, route, parking, entry requirements, and room location.
- ☐ Allow travel and setup time, including a realistic margin for delays.
- ☐ Confirm the organizer, onsite contact, and a way to reach each person.
- ☐ Check travel arrangements, weather, and an alternative route or plan.
- ☐ Know when the room is available and when sound or technology can be tested.

Materials and backups

- ☐ Pack notes, run sheet, handouts, and materials needed for audience activities.
- ☐ Bring the presentation, adapters, charger, clicker, and any essential equipment.
- ☐ Keep a local copy and a second accessible backup of essential files.
- ☐ Prepare another way to explain an important visual, or plan to pause if people must see it and no readable backup is available.
- ☐ Carry essential presentation materials where you can access them.

Onsite contact / phone / access instructions

Travel or access contingency

SPEAKER TRAVEL AND READINESS CHECKLIST CONTINUED

Appearance, Energy, and Final Readiness

Prepare your clothing, materials, and time for rest so you can give your attention to the audience.

Personal readiness

- ☐ Choose clothing appropriate to the audience, setting, and work you will do.
- ☐ Check fit, comfort, appearance, movement, and microphone placement.
- ☐ Plan rest, hydration, meals, and breaks around your delivery time.
- ☐ Protect time and attention for preparation rather than arriving rushed.
- ☐ Adapt your preparation to your body, needs, and circumstances.

Before taking the floor

- ☐ Confirm the audience, desired result, time available, and introduction.
- ☐ Review the opening, main points, and ending.
- ☐ Check that essential materials and backups are available.
- ☐ Use Breathe, Plant, Lead, Serve before your opening sentence.
- ☐ Decide what to do next if travel, timing, or conditions change.

My final readiness check / one item to resolve

My opening sentence and service cue

Room Setup and Technology Checklist

Arrange the room and technology around what the audience needs to see, hear, and do.

For a scheduled event, confirm these details with the organizer or venue. For practice, use your rehearsal space and note what you would need to confirm for an event.

Venue / room / date / onsite or audiovisual contact

Seating, sightlines, and room conditions

- ☐ Choose seating to support the presentation, discussion, or practice activity.
- ☐ Check sightlines from the back, sides, and seats with restricted views.
- ☐ Allow appropriate access, movement, and space for participants and activities.
- ☐ Have the venue confirm capacity, access, required clearances, and exit arrangements.
- ☐ Check lighting on the speaker, audience, notes, and projected material.
- ☐ Check temperature, noise, distractions, and the location of room controls.

Sound and audiovisual support

- ☐ Test the microphone at the level and position you will use.
- ☐ Check sound from different seats and confirm who can adjust it.
- ☐ Test slides, video, audio, screen sharing, connections, and adapters.
- ☐ Confirm that text and visuals are readable from the audience positions.
- ☐ Identify the person responsible for technical support during the event.

Room or equipment problem / person responsible / time to resolve it

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Remote Participation and Failure Plan

Include remote participants and practice what to do when something fails.

Remote and hybrid participants

- ☐ Test the meeting link, access settings, camera, microphone, and speakers.
- ☐ Confirm that remote participants can see and hear the essential message.
- ☐ Check how remote questions and comments will reach the speaker.
- ☐ Assign someone to monitor chat or remote requests when needed.
- ☐ Make shared materials and audience activities usable for remote participants.

Backups and final room check

- ☐ Keep essential files available without relying on one connection or device.
- ☐ Agree on a backup for slides and sound. Pause if people cannot see or hear information they need.
- ☐ Agree who will respond to a failure and how you will communicate the change.
- ☐ Test the transition from the introduction to your opening.
- ☐ Confirm the time available, how questions will be handled, and the time reserved for the closing.

Most likely failure / response plan / responsible person

What I will preserve for the audience if the format changes

Read-the-Room Planner

Notice patterns and changes. Consider more than one explanation before deciding what a reaction means. Ask a respectful question before making a larger adjustment.

What do I know about this audience, and how did people respond earlier?

What did I see or hear?

What else could explain it?

What could I ask to find out?

What adjustment might help?

How will I connect the discussion to the main point?

What happened after I asked or adjusted?

Q&A and Interruption Planner

Listen until the person finishes. Clarify the question if needed, answer it directly, and explain how the answer relates to the discussion.

Likely question or strongest reasonable objection

What I need to clarify and how I will confirm the concern

What is my direct answer? Which facts or tradeoffs matter, and what do I still need to check?

Connection back to the message or decision

If I cannot answer: Who will follow up with what and by when?

Interruption or time reduction: What changes and what I protect

If pressure rises, use Breathe • Plant • Lead • Serve. Take a moment, answer the question, and return to the main point.

Use additional copies for other questions. Test the response aloud; keep it concise and honest.

CHAPTER 14

Action & Follow-Through Planner

Turn communication and connection into a specific ethical next step. Match the request to the audience's authority and readiness.

Communicate: Central message and how I will deliver it

Connect: Audience concern and how I will listen and respond

Convert: The realistic decision or action I will request

Make the Request Clear

What am I asking people to decide or do?

Who would be responsible?

When would the work begin or be completed?

What would count as completing it?

When will progress be reviewed?

Check: Do people see the value, trust the information, understand the request, and have a realistic way to act?

ACTION & FOLLOW-THROUGH PLANNER CONTINUED

Plan the First Step

What is the first step, and who will take it?

What approvals, information, equipment, or support are needed?

What could prevent the first step, and how can I help address it?

What form, link, instructions, or other help will people need to get started?

What decision, responsibilities, dates, and unresolved questions will I ask people to confirm?

When we will review progress and how we will know it is done

Prepare for the answer

Yes: Confirm who will take the first step and by when.

No: Listen to the reason and respect the decision.

Not yet: Clarify what is missing and the next decision point.

More information: Confirm what is needed, who will obtain it, and when.

State the request. Pause. Listen. Invite correction to the commitment summary.

30-Day Development Tracker

Choose an upcoming presentation, revise a past one, prepare one you hope to give, or develop one simply for practice. Use the same presentation throughout the month. Record the first complete rehearsal on Day 15. On Day 28, present at an event, to practice listeners, or to the camera. If an event falls on another date, keep preparation and rehearsal before delivery and the review afterward.

Day 1: Choose the Presentation and Identify the Audience

Choose a past, upcoming, future, or practice-only presentation. Identify the audience, subject, speaking time, and format.

Date _____ Notes / recording _____

Day 2: Find Out What the Audience Needs

Write what the audience already knows, their concerns and likely questions, and what they can decide or do. Mark anything you still need to check.

Date _____ Notes / recording _____

Day 3: Define the Audience Result

Write what people should understand, decide, or be able to do afterward. Choose how you could check their understanding.

Date _____ Notes / recording _____

Day 4: Draft the Closing First

Draft your main message and conclusion or request. If action is needed, say who you are asking to do what and when.

Date _____ Notes / recording _____

Day 5: Draft the Opening

Give people a reason to listen and explain why the subject matters. Use only a rhetorical or tested question in the opening.

Date _____ Notes / recording _____

Day 6: Choose and Organize the Main Points

Write each main point as a complete sentence and arrange the points in the order people need. Group supporting information beneath each one.

Date _____ Notes / recording _____

Day 7: Give Each Main Point Enough Support

Explain each main point aloud with the facts, examples, or demonstration people need. Check claims, limits, and tradeoffs; add any missing explanation.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

Explore private coaching to support deliberate practice throughout your development cycle.

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30-Day Development Tracker

Presentation _____ Week beginning _____

Day 8: Connect the Main Points

Practice the sentences that connect the main points. Ask a listener where the order is confusing when possible, and revise it.

Date _____ Notes / recording _____

Day 9: Help People Remember the Main Message

Choose the main message people need to remember. Use suitable stories, examples, comparisons, facts and results, contrasts, or phrases to reinforce it.

Date _____ Notes / recording _____

Day 10: Prepare the Visuals and Materials

Choose visuals and materials only where they help. Check readability and accuracy, and prepare a backup for anything people must see.

Date _____ Notes / recording _____

Day 11: Plan Questions and Participation

Plan questions, discussion, or practice where they help people understand. Prepare likely answers, reasonable objections, and any materials needed for the next step.

Date _____ Notes / recording _____

Day 12: Confirm the Room and Equipment

Confirm the event setup or arrange your practice space. Check access, sound, screens, remote participation, materials, and who can help.

Date _____ Notes / recording _____

Day 13: Check the Complete Message

Explain the opening, body, and closing aloud. Check that the information supports the conclusion and that the ending addresses what the opening introduces.

Date _____ Notes / recording _____

Day 14: Prepare Notes and Check the Time

Prepare brief notes and estimate the time for each section, questions, and activities. Prepare a shorter version without rushing.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

30-Day Development Tracker

Presentation _____ Week beginning _____

Day 15: Record the First Complete Rehearsal

Record the full presentation with your notes, visuals, and materials. Keep going through small slips and save the recording for comparison.

Date _____ Notes / recording _____

Day 16: Review the Recording and Choose What to Practice

Watch with the sound off, listen without watching, then watch and listen together. Complete First Rehearsal on the scorecard and choose specific things to practice.

Date _____ Notes / recording _____

Day 17: Practice Beginning and Finishing

Use the Reset Routine, then practice the opening and transition into the first main point. Practice the closing and stop after your final sentence.

Date _____ Notes / recording _____

Day 18: Practice Your Voice

Record a short section, try a change to breath, pace, pause, volume, or emphasis, and listen again. Keep sentence endings clear and audible.

Date _____ Notes / recording _____

Day 19: Practice Your Physical Delivery

Review your physical delivery with the sound off. Practice a comfortable position, useful gestures and movement, and a change to one distracting habit.

Date _____ Notes / recording _____

Day 20: Rehearse with Your Visuals and Materials

Practice showing and explaining visuals or handling materials while facing the audience. Rehearse a backup or a pause for an unavailable essential visual.

Date _____ Notes / recording _____

Day 21: Rehearse the Whole Presentation Again

Record another full rehearsal with the changes included. Check time and clarity, and shorten extra content instead of speaking faster.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

30-Day Development Tracker

Presentation _____ Week beginning _____

Day 22: Practice Questions and Objections

Practice answering likely questions and a reasonable objection with a partner or question cards. Answer directly, acknowledge what you need to check, and return to the message.

Date _____ Notes / recording _____

Day 23: Practice Interruptions and Shorter Time Limits

Practice one realistic difficulty, such as less time or an unavailable visual. Use the Reset Routine and continue with the shorter version, backup, or an appropriate pause.

Date _____ Notes / recording _____

Day 24: Ask for Specific Feedback

Ask reviewers for specific examples of what helped or confused them. If working alone, review after a break and note where listener feedback is still needed.

Date _____ Notes / recording _____

Day 25: Use the Feedback to Revise and Practice

Revise unclear wording or practice a selected delivery change. Record the section again and keep changes that make the message easier to follow.

Date _____ Notes / recording _____

Day 26: Make the Final Practical Checks

Check the actual equipment when available, or your practice setup. Confirm materials, clothing, backups, travel and arrival details when relevant, and time to rest.

Date _____ Notes / recording _____

Day 27: Give the Final Full Rehearsal

Record the complete presentation with the equipment and time limit you expect. Include planned questions and activities; review it and make necessary corrections.

Date _____ Notes / recording _____

Day 28: Deliver the Presentation

Present at your event, to practice listeners, or to the camera. Use the Reset Routine, listen and adjust, and record when appropriate and permitted.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

30-Day Development Tracker

Presentation _____ Week beginning _____

Day 29: Review the Message and Check Understanding

Ask listeners what they understood and what remains unclear. If presenting alone, review the explanation and note what still needs listener feedback. Complete promised follow-up.

Date _____ Notes / recording _____

Day 30: Complete the Final Review and Choose What Comes Next

Compare the first full rehearsal with the Day 28 recording or final full rehearsal, notes, and feedback. Complete Final Review and choose one skill for the next month.

Date _____ Notes / recording _____

Repeated feedback and the changes I chose

What I learned and what improved

One skill I will practice over the next ninety days

Complete the comparison scorecard on page 3. Use the following pages to continue.

MONTH ONE: PRACTICE ONE SKILL CONSISTENTLY

90-Day Continuation Tracker

Compare your First Rehearsal and Final Review, using the recordings, notes, and feedback available. Choose one skill to practice. Use two recorded presentations to review your progress, and ask for feedback on that skill when possible.

The ninety days begin after the initial thirty-day cycle. Choose one presentation or conversation and one skill each month. Repeat Prepare, Practice, Present, Review, Improve.

Dates _____ Presentation or conversation _____

One skill I will practice and why it matters

What I will practice and how I will track progress

Recording one and recording two: Dates and locations

What a reviewer noticed and what it suggests practicing

What improved this month, and what still needs practice?

Next skill to practice based on what I noticed

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MONTH TWO: PRACTICE IN A MORE DEMANDING SITUATION

90-Day Continuation Tracker

Practice with one new challenge, such as Q&A, a more senior audience, fewer slides, or a different format. Prepare for the challenge you chose. Afterward, note what happened and what you need to practice before the next presentation.

Dates _____ Presentation or conversation _____

One skill I will practice and why it matters

What I will practice and how I will track progress

One new challenge and how I will practice handling it

What a reviewer noticed and what it suggests practicing

What improved this month, and what still needs practice?

Next skill to practice based on what I noticed

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90-Day Continuation Tracker

Choose a regular work conversation, such as a team update, coaching discussion, or client call. Practice the skill, note what people needed clarified and whether they understood the next step, and use those notes next time.

Dates _____ Presentation or conversation _____

One skill I will practice and why it matters

What I will practice and how I will track progress

One regular work conversation where I will practice again

What a reviewer noticed and what it suggests practicing

What improved this month, and what still needs practice?

Next skill to practice based on what I noticed

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90-DAY CONTINUATION TRACKER CONTINUED

Continuation Practice Log

Use additional copies throughout the ninety days. After a rehearsal, presentation, or work conversation, record what you practiced, what happened, and what you will change next time.

Date and event	Skill practiced	What I noticed and will change next

My personal speaking standard

Write a short first-person standard covering preparation, audience service, credibility, clarity, presence, adaptation, ethics, and action. Make it sound like you at your best.

Next review date _____

Prepare. Practice. Present. Review. Improve.

Explore team training to build reliable communication habits across your organization.
Robert Carrow | training@robertcarrow.com | 386-451-7222
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